

VETERINARY TECHNICIAN

DEFINITION

The Veterinary Technician, under general supervision or instruction of the City Shelter Manager or the City Shelter Veterinarian, performs various assignments in the Hayward Animal Shelter.

DISTINGUISHING CHARACTERISTICS

This classification provides and ensures that all animals in the shelter receive a thorough health check (evaluation), preventative care, and medical treatments as per shelter protocols or as directed by the Shelter Veterinarian. This classification is also a supervisory position and will oversee animal care attendants, shelter operations and facility, cleanliness as necessary to maintain animal health.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Shelter Manager or the City Shelter Veterinarian.

Exercises functional and technical supervision over assigned personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Performs a complete health check of all animals coming into the shelter and conducts daily rounds/inventory to continuously assess condition of animals, capacity, and adoptability in the shelter.
2. Provides assistance and information and responds to inquiries of animal owners and the general public.
3. Deworms; vaccinates; microchips; performs diagnostic tests; gathers skin scrapings; collects and prepares blood, urine, and feces for submission to lab; removes and applies bandages; bathes; grooms and treats shelter animals as per established protocols; administers daily treatments of medications to shelter animals as prescribed.
4. Prepares shelter animals for surgery to include the administration and application of drugs and anesthesia agents under the supervision or instruction of the Shelter Veterinarian.
5. Calculates and administers pre-anesthetic/anesthetic drugs as well as other medications for shelter animals.

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EXAMPLES OF DUTIES - continued

6. Restrains shelter animals for exams, treatments, and anesthesia.
7. Induces, maintains and monitors shelter animals under anesthesia.
8. Assists the veterinarian during surgery, as needed.
9. Initiates emergency medical practices, as necessary, with appropriate triage.
10. Maintains the shelter in a clean and sanitary condition to maintain shelter animal health and to prevent disease.
11. Maintains surgical instruments, operates the autoclave, and prepares instrument packs in a sterile manner.
12. Maintains veterinary department equipment in good working order. Reports items for repair/replacement as needed to the City Shelter Manager or the City Shelter Veterinarian.
13. Maintains surgical and medical records and controlled drug logs as required by law.
14. Maintains accurate medical records of exams and treatments.
15. Maintains statistics and prepares information required for reports.
16. Conducts animal health and public information programs under the supervision or instruction of the Shelter Veterinarian.
17. Euthanizes and/or assists with the euthanasia of shelter animals as needed in accordance with Hayward Animal Services policies and procedures.
18. Monitors and maintains inventory of medical/operational and surgical supplies in the shelter and prepares orders to replenish stock.
19. Provides best possible humane care and treatment of all sheltered animals.

RELATED FUNCTIONS

1. Performs other duties as directed by the Shelter Veterinarian or Shelter Manager as related to the programs and activities of the Animal Services Division.
2. Oversees and supervises animal care attendant staff to include the creation and maintenance of a daily/monthly/yearly staff work schedule.

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RELATED FUNCTIONS - continued

3. Oversees daily operations and oversees shelter in the absence of the Shelter Manager; keeps Supervisors and Manager informed; provides guidance and technical support, to include the training of shelter staff and volunteers; handles complaints and difficult customers.
4. Works directly with the Senior Animal Care Attendant.
5. Interacts with other supervisors, to include the Senior Animal Control Officer, Senior Records Clerk and the Shelter Manager, to provide and maintain optimal organizational management for the Shelter.
6. Directs and assists staff in the care and feeding of animals and the cleaning and maintenance of shelter facilities.
7. Assists with front counter operations to include adoptions, redemptions, animal intake and customer service; evaluates the temperament of animals for adoption, rescue and euthanasia; determines ownership of animals brought to the shelter; coordinates the foster care program.
8. Establishes and updates operational/medical procedures and policies for the Animal Shelter.
9. Maintain OSHA compliance for the Animal Shelter facility.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Animal behavior, anatomy and physiology; diseases and their symptoms common to domestic animals and wildlife.
- B. Safe work practices to include: working with needles and other sharp instruments.

Ability to:

- C. Perform functions required for pre- and post-surgical care.
- D. Prepare accurate written documentation, to include records, reports and general correspondence.
- E. Add, subtract, multiply and divide in all units of measure. Calculate rates, ratios, percentages and dosages as needed to provide medical care.
- F. Utilize Chameleon Database software and other computer functions as requested.

MINIMUM QUALIFICATIONS - continued

G. Communicate clearly, concisely and effectively, both orally and in writing, with the public.

H. Work varied schedules which may include both weekend and holiday work.

EXPERIENCE AND EDUCATION

Two years of college and one or more years of recent experience in an animal hospital, shelter or other animal facility strongly preferred.

License/Certificates

Possession of and ability to maintain a valid Registered Veterinary Technician license issued by the State of California.

Possession of a valid Class C California Driver's License and a state euthanasia certificate at time of appointment.

SPECIAL REQUIREMENTS

Essential duties include but are not limited to the following physical requirements: ability to sit, stand, walk, reach, twist, turn, kneel, bend, squat, stoop and lift up to 40 pounds, handle feral cats, wildlife and dogs weighing up to 150 pounds; and, to use a keyboard and to operate a computer in a standard office environment.

PROBATIONARY PERIOD: One year

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